

Department of State

Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity

(NOFO): FY 2019 Arts Envoy Program

Announcement Type: New Cooperative Agreement

Funding Opportunity Number: SFOP0005701

Catalog of Federal Domestic Assistance Number: 19.415

Application Deadline: June 3, 2019

Executive Summary: The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) Office of Citizen Exchanges, Cultural Programs Division (referred to throughout this NOFO as ECA/PE/C/CU) announces an open competition to support the FY 2019 Arts Envoy Program. Through this cooperative agreement, ECA plans to support approximately 400 Arts Envoys engaging all regions of the world. U.S. public and private organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may submit proposals in response to this NOFO. Applicants may only submit one proposal under this competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process.

A. Program Description:

Authority:

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

Purpose:

The Arts Envoy Program enables approximately 400 U.S. artists and cultural experts (known as Arts Envoys) to travel abroad each year for individual or group programs to engage and consult with key foreign audiences through performances, workshops, meetings, seminars, and appearances in foreign media. By addressing topics identified and developed by U.S. missions worldwide in cooperation with ECA, the program promotes an understanding of U.S. policies and institutions and the political, economic, social, and cultural context from which they arise.

Arts Envoys represent the full diversity of the United States' society, arts, and culture. ECA/PE/C/CU recruits experts from professional organizations, academic institutions, other U.S. government entities, and creative industries, including arts and crafts. Arts Envoy individuals and groups are programmed in one or more countries; programs range from five days to six weeks in length. All Arts Envoys must be at least 18 years of age and U.S. citizens. Exceptions are considered on a case-by-case basis when necessary to meet a critical need.

The goals of the Arts Envoy Program are to:

- Support U.S. foreign policy goals by enabling U.S. citizen cultural experts to interact with key foreign audiences worldwide;
- Identify and recruit the most appropriate U.S. cultural experts to undertake Public Diplomacy programs in response to Department of State strategic initiatives and requests from U.S. missions abroad;
- Promote an understanding among foreign audiences of U.S. culture and society, including the political, economic, social, and cultural contexts from which they arise;
- Enable foreign audiences to learn about U.S. culture, society and institutions, thereby supporting development and growth of civil society and cultural and social institutions abroad, and countering negative stereotypes;
- Establish sustained relationships and linkages between Arts Envoys and foreign audiences, peers, and institutions in order to cultivate the exchange of knowledge and skills that benefits participating communities;
- Carry out a series of jazz-themed Arts Envoy tours building on the legacy of the original Jazz Ambassadors program from the 1950s-1970s, tentatively called Jazz Ambassadors Redux;
- Implement, through a subaward if appropriate, a new ArtsMotion USA Art Therapy component, which will focus on arts therapy and disability rights.
- Implement, through a subaward if appropriate, a series of food diplomacy programs, which will focus on food security, entrepreneurship, trade promotion, and sustainable practices.

Applicant organizations should identify their own specific objectives and measurable outcomes based on these program goals and the specifications provided in this solicitation.

Program-specific Guidelines:

This cooperative agreement will begin on or about September 1, 2019, and will end on or about February 28, 2021. Pending successful implementation of this program in FY 2019, and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for two additional consecutive fiscal years before openly competing again.

Competitive proposals will include the following:

1. Resumes of experienced staff who have demonstrated a commitment to implementing and monitoring international exchange projects and achieving target outcomes.
2. Resumes of experienced personnel to manage special initiatives, including appropriate credentials (e.g. degrees, licenses) to ensure the initiative implementation is compliant with leading industry practices.
3. A strategy for implementing virtual, phone, or in-person pre-departure orientations for individual Arts Envoys and Arts Envoy groups.
4. A clear outline and description of the roles and responsibilities of all proposed partner organizations in terms of program logistics, management and oversight (e.g. the travel arranger and the passport/visa facilitator), including letters of intent from any partner organizations and resumes of staff.
5. A specific outline of how honoraria, lodging costs, and airline tickets will be disbursed to program participants and how passports/visas will be handled based on the information in section A below.
6. A specific outline of the type of agreement that will be established between the award recipient and the individual Arts Envoys to specify funding and terms and conditions for each overseas program.

In a cooperative agreement, ECA/PE/C/CU is substantially involved in program activities above and beyond routine monitoring.

Activities and Responsibilities:

ECA/PE/C/CU activities and responsibilities for this program are as follows:

1. Solicit, evaluate, develop, and approve individual Arts Envoy project proposals from U.S. missions worldwide.
2. Recruit and approve all participating individual U.S. experts or arts groups.
3. Communicate directly with U.S. missions regarding program arrangements and logistics in consultation with the award recipient.
4. Oversee the program budget, review quarterly budget reports, and approve the appropriate allocation of projects among U.S. missions in all geographic regions.
5. Collaborate with the award recipient to develop appropriate work flow processes to ensure effective communication between the Department of State and the award recipient.
6. Collaborate with the award recipient to develop standardized templates for the project authorization and airline travel booking.

7. Advise the recipient on the specifics of all travel itineraries and payment amounts for all program participants.
8. Through the Bureau's Accident and Sickness Program for Exchanges (ASPE), provide insurance to all Arts Envoy program participants.

ECA provides health and accident insurance that is in compliance with 22 CFR Part 62.14 Insurance. The Bureau insures international and U.S. participants in a variety of exchange-of-persons programs at no cost to the participants. This insurance is not all-purpose health insurance; it is subject to specific limitations. This coverage is not intended to replace any insurance a participant may already have. Instead, the intent is to supplement existing coverage and to ensure that a participant's basic health is protected in a foreign country.

If the applicant will not be using the Bureau's health insurance, the applicant should budget (under program costs per participant) for insurance. It is expected that participants will be provided with insurance for those periods of actual participation in exchange activities. The period of coverage does not necessarily coincide with the duration of the funded project.

In a Federal Register notice dated October 6, 2014, the Department published a final rule amending Subpart A of the Exchange Visitor Program regulations at 22 CFR Part 62. Among the most significant amendments is an increase in the minimum amount of insurance coverage required for exchange visitors. This increase was necessary because the previous insurance requirements had been in place since September 1, 1994.

Effective May 15, 2015, the minimum amount of insurance coverage required for exchange visitors (J-1 visa holders) and their accompanying spouses and dependents (J-2 visa holders) was increased. The new requirements are described below and set forth in the Exchange Visitor Program regulations at 22 CFR 62.14.

All current and new exchange visitors and accompanying spouses and dependents on J visas are now required under 22 CFR 62.14 to have the following insurance coverage:

1. Medical benefits of at least \$100,000 per accident or illness;
2. Repatriation of remains in the amount of \$25,000;
3. Expenses associated with the medical evacuation of exchange visitors to his or her home country in the amount of \$50,000; and
4. Deductibles not to exceed \$500 per accident or illness.

All other provisions of 22 CFR 62.14 went into effect on January 5, 2015, including a requirement that J-visa designated sponsors must "inform all exchange visitors that they, and any accompanying spouse and dependent(s), also may be subject to the requirements of the Affordable Care Act."

9. Perform an annual performance evaluation/review. Satisfactory performance and the availability of funds is a condition of continued administration of the program.

The responsibilities of the award recipient organization are as follows:

1. Manage or identify an appropriate subaward recipient to manage two special initiatives:

- a. An Arts Therapy project component. Within the cooperative agreement, **\$300,000** out of the **\$2,545,000** total award will fund the ArtsMotion USA Art Therapy component, a new multi-genre exchange focused on arts therapy and disability rights. ArtsMotion USA will engage U.S. arts therapy experts to lead workshops and performances focused on themes including but not limited to empowering people living with disabilities; re-building and disaster recovery; and expanding school-based creative arts programs for children. The award recipient organization or subaward recipient will recommend and vet potential envoys; develop thematic content based on industry best practices; develop media and social media content for use by the State Department; and provide expert guidance to ECA/PE/C/CU, posts, and envoys on all facets of programming.
- b. A Food Diplomacy component. Within the cooperative agreement, approximately **\$200,000** out of the **\$2,545,000** total award will fund programs related to food diplomacy. These programs will include chef-driven programs focused on these including but not limited to food security, entrepreneurship, trade promotion, and sustainable practices. The award recipient organization or subaward recipient will recommend and vet potential envoys; develop thematic content based on industry best practices; develop media and social media content for use by the State Department; and provide expert guidance to ECA/PE/C/CU, posts, and envoys on all facets of programming

2. Initial Request: Confirm receipt of project authorization generally within **one working day** of transmission by ECA/PE/C/CU staff. Please note that the award recipient will work in consultation with ECA/PE/C/CU staff to establish a work flow for the initiation and approval of projects. This work flow will also be used as the basis for tracking program expenses and reporting on actual expenditures vis-a-vis the amounts initially requested by ECA/PE/C/CU.

3. Participate in periodic meetings with ECA/PE/C/CU to discuss and develop best practices for Arts Envoy program development and implementation. Work with EACA/PC/C/CU to address any generally applicable variations or complications that may arise with the program.

4. As needed and at the request of ECA/PE/C/CU, research artists and arts group to be considered as Arts Envoy candidates.

5. Travel arrangements: Generally within **two working days** of receipt of a travel request form from ECA/PE/C/CU staff, the award recipient will arrange preliminary flight

schedules for program participants and submit them back to ECA/PE/C/CU staff for review. Flight requests may include both international travel and in-country program-related flights. Scheduling of travel may involve several conversations between the award recipient and ECA staff. Travel requests will be for all six geographical regions (Africa, Europe and Eurasia, East Asia and Pacific, Near East and North Africa, South and Central Asia, and the Western Hemisphere) of the world. Note: ECA reserves the right to reduce, revise, or increase proposed project configurations, budgets, and participant numbers in accordance with the program's needs and the availability of funds. In exceptional cases, ECA may authorize premium cabin (business class) travel. In addition, the Bureau reserves the right to change and/or add countries to an Arts Envoy project should conditions change in a particular country and/or if other countries and/or regions are identified as viable alternatives and/or Department priorities.

Please note that the average cost of a round-trip airline ticket to one or more countries will be approximately \$3,000, and this amount is subsumed within the average per participant program cost amount noted in the budget section of this document. This is only an average "suggested amount" for informational purposes, and is not a "not-to-exceed amount."

- All travel must be Fly America Act compliant and conform to U.S. Government Travel Regulations, including the approved uses of business class travel.
- All tickets must be refundable, since there may be last minute changes to itineraries, and cancellations for various reasons, unless an exception is approved by ECA/PE/C/CU.
- Once the flight schedule is approved by participating U.S. mission, the program participant, and ECA/PE/C/CU, the recipient will be advised that the airline ticket should be purchased and issued.
- The award recipient must be able to respond to last minute requests for itinerary and/or ticket changes, and to issue tickets with less than 24 hours of notice and on weekends.
- In exceptional cases, ECA may authorize premium cabin (business class) travel.

- 6. Visas:** Arts Envoys may be required to obtain a visa(s) in order to travel. The recipient must arrange, secure, and disburse visas as required and assist with passport renewals for Arts Envoy program participants. Visa services include providing program participants with instructions and necessary application forms; confirming receipt of such information and forms; providing for express mailing of completed applications and passport from the participant back to the recipient or subaward recipient; application drop-off and pick-up from the appropriate foreign embassy, consulate, or visa service provider; and express mailing of passports/visas back to the program participant. Processing is to be conducted at the award recipient or subaward recipient's site. Further requirements are as follows:

- Use regular processing for visas when time permits. Expedited processing must be approved in advance by ECA/PE/C/CU. All visa fees associated with non-program participant travelers (e.g., spouses/dependents), as well as non-program-related travel of the program participant are the responsibility of the program participant.
- Cover costs of overnight and express mailings of applications and passports to and from program participants.
- Provide ECA/PE/C/CU staff with a weekly report on status of visa requests in a mutually agreed-upon format.
- Keep the ECA/PE/C/CU staff informed of any current or potential problems, concerns, or lack of response from program participants within a **two working-day period**, and apprised of any issues, as needed, throughout the entire passport or visa issuance process.
- Operate a tracking system that can provide up-to-date reports on the status of in-process visa requests, including the expected date of return of the passport to the traveler.
- Be able to provide ECA/PE/C/CU staff and the Program participant the status of a visa request between the hours 8:15 am and 5:00 pm, Eastern U.S. Time (DST or Standard), Monday through Friday.
- Provide the Program Participant and the ECA grants officer representative (GOR) with contact numbers for after-hours services, including weekends and holidays, for emergencies.
- Communicate directly via phone or e-mail with ECA/PE/C/CU generally within a **two working-day period**:
 - To confirm receipt of visa request worksheet;
 - To confirm completion of visa process;
 - To advise of status of problems and unexpected delays in processing requests, (e.g. Program Participant has not completed and returned visa applications in a timely manner, has not provided required materials, or foreign Consulate has indicated a difficulty with processing or denial).
- Initiate and hold quarterly status reporting meetings with ECA/PE/C/CU to discuss successes, new procedures, problems, suggestions for improvement, etc.
- Maintain knowledge of up-to-date visa requirements for all foreign embassies, and provide this information to ECA/PE/C/CU, as necessary.
- Advise ECA/PE/C/CU staff of any correspondence (e.g. letters of invitation, forms), or any other special requirements necessary for obtaining a visa, within 24-48 hours of receipt of visa request.
- Retain skilled and sufficient staff to handle all requests.

- 7. Financial Disbursements.** Payments to Arts Envoy program participants typically include an honorarium of U.S. Dollars \$300 per day, an educational allowance of \$200 per trip, reimbursement for the cost of required vaccinations, visa fees, pre-departure ground transportation, en-route stopovers, and airport entry and departure fees. ECA/PE/C/CU may also authorize lodging costs, at GSA published rates. Honorarium is provided for each day of the official project, to include en-route stopovers, weekends, travel days, rest days, and holidays recognized by the U.S. Embassy or Consulate. ECA/PE/C/CU will inform the award recipient of the amount to be paid to each program participant in the project authorization. Please see PSI for specific allowable line-item amounts. All financial disbursements should be processed within **two working days** of receipt of the detailed project authorization from ECA.

NOTE: The Arts Envoy Program is a cost-share program, and requires that U.S. mission cover most in-country expenses and recruit other appropriate program partners to share program implementation costs. While U.S. missions and/or co-sponsors are typically responsible for the following costs, ECA/PE/C/CU reserves the right to authorize some or any of these additional costs to be disbursed by the grantee:

- U.S. Government per diem rates as posted for location
- Local travel/transportation costs, including lodging
- Translator costs/script translation
- Venue rentals
- Performance rights costs
- Interpreter fees
- Project and/or art supplies

- 8. Pre-Departure Orientations:** In consultation with ECA/PE/C/CU, the award recipient will provide expert written background briefings in order to prepare Arts Envoys for their programs. Additionally, the award recipient will conduct a virtual or in-person pre-departure orientation with each Arts Envoy.
- 9. Manage Correspondence and Communication with Envoys:** Award recipient must ensure all Arts Envoy program payments and other related materials are sent to the Program Participants in an expedited manner (e.g. via FedEx or courier). Under normal circumstances, Arts Envoys should receive their payments, visas/passports, and travel tickets (or e-ticket receipts) **two weeks prior** to the start of their programs. The U.S. Department of State will also provide the recipient with letters and materials to be transmitted to Program Participants via these shipments. The award recipient should plan on at least one express mail shipment per program participant, or approximately 400 annually.
- 10. Reporting:** The award recipient will submit semi-annual and final financial and program reports in accordance with the guidelines provided by the Department. Additionally, the recipient should provide ECA with **Final Project Cost Reports for All Projects**. These reports should be provided to the ECA/PE/C/CU Grants Officer Representative (GOR) as soon as possible, but no later than 14 calendar days after project completion. The cost

categories for each project are the same as those on the Project Authorization. Data such as operating, statistical, and financial information relating to the program may be requested by the Department of State to meet its reporting requirements and answer queries concerning the operation of the Program. While not required, written reports may be submitted when warranted by events during the project, either at the initiative of the recipient, or at the request of ECA. Please see Section F.3. Required Reports for further information.

11. Individual Program Closeout: Ensure Arts Envoys submit final financial accounting of program expenses. The award recipient must comply with all applicable Federal, state and local laws on tax withholding and/or reporting for all participants funded under this award.

12. Alumni Coordination: The award recipient will work with ECA/PE/C/CU and the ECA Bureau's Office of Alumni Affairs to encourage Arts Envoys to register with the ECA Alumni network. The award recipient will also maintain contact with Arts Envoy alumni to broadcast additional cultural exchange opportunities and possibilities for follow-on projects with the U.S. Embassies and Consulates.

B. Federal Award Information:

Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under A. Program Description.

Fiscal Year Funds: FY 2019.

Approximate Total Funding: \$2,545,000

Approximate Number of Awards: One.

Approximate Average Award: \$2,545,000.

Floor of Award Range: None.

Ceiling of Award Amount: \$2,545,000

Anticipated Award Date: September 1, 2019

Anticipated Project Completion Date: February 28, 2021.

Additional Information: The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. The Bureau reserves the right to reduce, revise, or increase the number of Arts Envoys and the number of projects in accordance with the needs of the program and the availability of funds.

Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for two additional consecutive fiscal years, before openly competing it again.

C. Eligibility Information:

C.1. Eligible applicants: Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

C.2. Cost Sharing or Matching Funds: There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

C.3. Other Eligibility Requirements:

- a.) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award, in an amount over \$130,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.
- b.) Technical Eligibility: All proposals must comply with the requirements stated in the NOFO and the Proposal Submission Instructions (PSI); non-compliance will result in your proposal being declared technically ineligible and given no further consideration in the review process.
- c.) Eligible applicants may not submit more than one proposal in this competition. If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

D. Application and Submission Information:

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

D.1. Contact Information to Request an Application Package: Please contact the Office of Cultural Programs, ECA/PE/C/CU, SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, telephone (202) 632-6356, email address keithrw@state.gov to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms and standard guidelines for proposal preparation. Please specify Robert Keith and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

D.2. To Download a Solicitation Package Via Internet: The entire Solicitation Package may be downloaded from the Bureau's website at <https://eca.state.gov/organizational-funding> or from the Grants.gov website at <https://www.grants.gov>.

D.2a. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3p. "Application Deadline and Method of Submission" section below.

D.3a. Unique Entity Identifier Number: You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF-424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

D.3b. Required Proposal Elements: All proposals must contain an executive summary, proposal narrative, and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document.

D.3c. Required Registration with the System for Award Management (SAM): All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in <http://www.sam.gov> until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM.gov will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

D.3d. Non-Profit Status: You must have non-profit status with the IRS at the time of application. **Please note:** All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

1) Those who file Internal Revenue Service Form 990, “Return of Organization Exempt From Income Tax,” must include a copy of relevant portions of this form.

2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

D.3e. FFATA Report: In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

D.3f. Verifying Non-Profit Status: If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

D.3g. Required Registration with SAMS Domestic: All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State’s SAMS Domestic by accessing <https://mygrants.service-now.com> and clicking the “create an account” link. SAMS Domestic is the U.S. Department of State’s grants management system and is supported by the Department’s Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at <https://afsitsm.service-now.com/ilms/home>.

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact ECA_SAMSDomestic@state.gov and copy the program officer associated with the solicitation.

Please take into consideration the following information when preparing your proposal narrative:

FOR INFORMATIONAL PURPOSES ONLY:

D.3h. ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA: The Bureau of Educational and Cultural Affairs places critically important emphases on the security and

proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-4E (Bldg. 3)
2430 E Street, NW
Washington, DC 20037

Please refer to Solicitation Package for further information.

D.3i. Diversity, Freedom and Democracy Guidelines: Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. 'Diversity' should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D.3j. Program Monitoring and Evaluation: Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these

outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this NOFO.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the NOFO (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

D.3k. Virtual Exchange Component: ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among

exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

D.3l. Communications Guidance for ECA Grant Recipients: All ECA Grant Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

D.3m. Please take the following information into consideration when preparing your budget:

D.3n. Applicants must submit SF-424A – “Budget Information – Non-Construction Programs” along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

D.3o. Allowable costs for the program include the following:

- 1) Honorarium - \$300 per day per participant, including travel days; Misc. Expenses which can include excess baggage fees, visa fees, vaccination fees, domestic airport transportation and other costs listed above, and Educational Materials Allowance – Please see PSI for allowable cost amounts;
- 3) Domestic and international travel for participants, including transit costs if applicable, including premium cabin travel as authorized by ECA/PE/C/CU (American carriers or code-share airlines must be used for overseas travel whenever possible);
- 4) Lodging cost at U.S. Government rates published for the specific location;
- 5) Airport taxes and country exit/entry fees;
- 6) Shipping and handling for materials;
- 7) Excess and overweight baggage fees over the Miscellaneous Expenses amount (excess baggage estimates may be subject to change once actual programs are scheduled);
- 8) Visa fees;

9) Vaccination fees over the Miscellaneous Expenses amount;

10) Other justifiable expenses related to program activities including but not limited to translation of outreach and/or educational materials;

11) Subaward recipient organizations may be used, in which case the written agreement between the prospective award recipient and subaward recipient should be included in the proposal. Sub-awards must be itemized in the budget under General Program Expenses. If an applicant chooses to work with a subaward recipient organization to implement the ArtsMotion USA and Food Diplomacy initiatives, please include a description of the delegation of budget and programmatic responsibilities between the primary award recipient and the subaward recipient.

Applicants must submit SF-424A – “Budget Information – Non-Construction Programs” along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

- A. Salaries
- B. Fringe Benefits
- C. Travel (note: it is not likely that the recipient organization will need to engage in travel)
- D. Equipment
- E. Supplies
- F. Contractual
- G. Construction (note: it is not likely that this construction will be required)
- H. Other Direct Costs

Note on Administrative Costs: Administrative costs should include staff salaries and fringe benefits, other direct expenses (e.g. equipment, supplies, telephone, copying, etc.), and indirect costs.

Note on General Program Costs: For the purposes of this cooperative agreement, applicants should base the “General Program Costs” (i.e. participant program costs) section of their proposal on approximately 400 traveling Arts Envoy Participants. This is a total of approximately \$1,865,000 for “participant program costs.” The average global cost of airfare for each program is approximately \$3,000, and this figure is subsumed under the participant program cost listed above. Additionally, 400 express mailings (e.g. FedEx) to program participants across the U.S. should also be budgeted. Subawards should likely be included under General Program Costs.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

D.3p. Application Deadline and Method of Submission:

Application Deadline Date: Monday, June 3, 2019

Method of Submission: Applications may only be submitted electronically through Grants.gov (<https://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the “Search Grants” portion of the system.

D.3q. Grants.gov Registration, Application Submission, and Receipt Procedures

Eligible organizations should follow the instructions available in the ‘Get Started’ portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

How to Register to Apply through Grants.gov

Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

How to Submit an Application to ECA via Grants.gov

For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

Grants.gov Support and Submission Issues

Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support

Contact Center Phone: 800-518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: support@grants.gov

Timely Receipt Requirements and Proof of Timely Submission

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the

official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

D.3r. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E. APPLICATION REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for

risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

E.1. REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. ***Quality of the program idea/plan/impact:*** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. Detailed agendas and relevant work plans should demonstrate substantive undertakings and logistical capacity. Agendas and plans should adhere to the program overview and guidelines described above. Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages. Program plans should demonstrate ability to administer multiple simultaneous overseas visits by American artists and cultural experts.
2. ***Institutional Capacity/Institution's Record/Ability to achieve program objectives:*** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program and the individual Arts Envy projects' goals. Proposals should demonstrate an institutional record of successful exchange program administration, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (Grants or Cooperative Agreements) as determined by the Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
3. ***Support of Diversity:*** Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content and implementation, including individual grantee/participant recruitment, selection and placement. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.
4. ***Project Monitoring and Evaluation:*** Proposals should include a plan to evaluate the success of the Arts Envoy Program, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. The Award-receiving organization/institution will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.
5. ***Cost-effectiveness/Cost-sharing:*** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

F. Federal Award Administration Information

F.1. Award Notices: Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Robert Keith, 202/632-6356, keithrw@state.gov for additional information.

F.2 Administrative and National Policy Requirements: Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

<https://www.whitehouse.gov/omb>

<https://www.state.gov/m/a/ope/index.htm>

F.3. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

Mandatory:

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's

[SAMS Domestic](#). SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). For assistance, please contact the U.S. Department of State's ILMS Help Desk at 1-888-313-4567 (toll free for US callers) or through the U.S. Department of State's ILMS Self Service Portal at <https://afsitsm.service-now.com/ilms/home>. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email ECA_SAMSDomestic@state.gov.

- 2.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 3.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: FFATAECA@state.gov. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3j. Program Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

F.4. Program Data Requirements: Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

G. Agency Contacts

For questions about this announcement, contact: Robert Keith, U.S. Department of State, Cultural Programs Division, ECA/PE/C/CU, SA-5, 3rd Floor F-9, 2200 C Street, NW, Washington, DC 20037, telephone 202/632-6356, keithrw@state.gov.

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

H. Other Information:

Notice:

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section F3. Reporting Requirements above.

Marie Royce
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

March 29, 2019

H. Other Information:

Notice:

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Jennifer Zimdahl Galt
Principal Deputy Assistant Secretary
Bureau of Educational and Cultural Affairs
U.S. Department of State

Date